**Diocese of Charlotte Curriculum Day Meeting Minutes and Action Plan**

**What is Working – What is Not / Where are We – Where do We Want to Be?**

**Minutes:** Please submit a summary of what was discussed in your subject area meetings focusing on what is working/not working related to your classroom, Common Core, NC Essential Standards, Religion Standards and other relevant curriculum issues. Include a summary of where your participants feel they are relative to implementation and adherence to standards in their schools and where they would like to be. When complete you may upload to your subject area page on the wiki or email to [jdurrett@charlottediocese.org](mailto:jdurrett@charlottediocese.org) to be published on the Curriculum Day wiki at <http://doccatholicschoolscurriculumday.wikispaces.com/> (due March 11, 2013).

Essential Standards

Coming up with plan that will work for us as counselors.

Introductions

Review Standards

Break up into small groups to discuss 5 questions

1. What is working within your Counseling Program? What needs to be refined?
2. How can we bridge the gap between individual schools versus a system?
3. What are we doing/can we do better in transitioning students to the next grade level? Middle School? High School?
4. Who should be/want to be a “point person” in communicating and organizing our plans to the group as a whole? This person is responsible for making sure that WE as counselors are following through with our Action Plan?
5. Are there any other questions or concerns that need to be addressed?

Come back together as a large group to discuss small group responses/ideas

Formulate a plan of action

**Where We Would Like to Be:**

Become a more cohesive counseling program as a diocese.

Open up the lines of communication between the ALL the counselors system wide.

Devise a system wide job description for School Counselors.

Advocating for a possible Supervisor of Counselors to oversee system wide counseling program.

**Action Plan:** Based on the “Where We Would Like to Be” summary from the Minutes above – provide an Action Plan that can be implemented immediately at the classroom level (feel free to add or attach more information as needed):

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| --- | --- | --- | --- |
| **Action Item – What should be done?** | **Who is responsible?** | **When should it be done by?** | **Other relevant notes:** |
| ***Example:***  *We created small personal learning networks (PLN) that will meet online - via* [*Google Hangouts*](http://www.google.com/+/learnmore/hangouts/) *to discuss and learn about topics relevant to our subject area.* | *Group A – Jane B*  *Group B- Joe D* | *Meeting dates this year are 3/21 and 4/25. Group Facilitators will reach out to group for meeting agenda suggestions and meeting details 1 week prior to meetings.* | *Group members will be actively looking for articles to share or topics to discuss with their PLN on an ongoing basis* |
| Define job description  1. Crisis  2. Individual Counseling  3.Classroom Guidance  4. Groups  5. Consultation | Superintendent in conjunction with the Counselors | 2013-2014 School Year | NC School Counselor Job Description is posted on the K-8 Counseling Wikispace |
| A counseling coordinator to regularly communicate and consult with ALL diocesan counselors. Responsibilities should include:  Scheduling quarterly counselor meetings  Communicating all important counseling information  Directing Professional Development opportunities for counselors | Superintendent in conjunction with the Counselors | 2013-2014 School Year | Stipend Position for current counselors or Full/Part time salaried position |
| Set up wiki page for counselors | All Counselors and Technology Coordinator | Immediately |  |
| Redefine procedures for Middle/High School Transitions | Middle School/High School Counselors and/or High School Students | 2013-2014 School Year |  |
| Crisis drills (lockdown) need to be more often and conducted at unstructured times. Training regarding crisis management by crisis experts. | Superintendent, Administrators, Counselors, and Law Enforcement Agencies (CMPD, FBI) |  | Emphasis on current events |